



Miami-Dade County

Bidder/Supplier Update The Forgotten Password Security Question

Version 1.0

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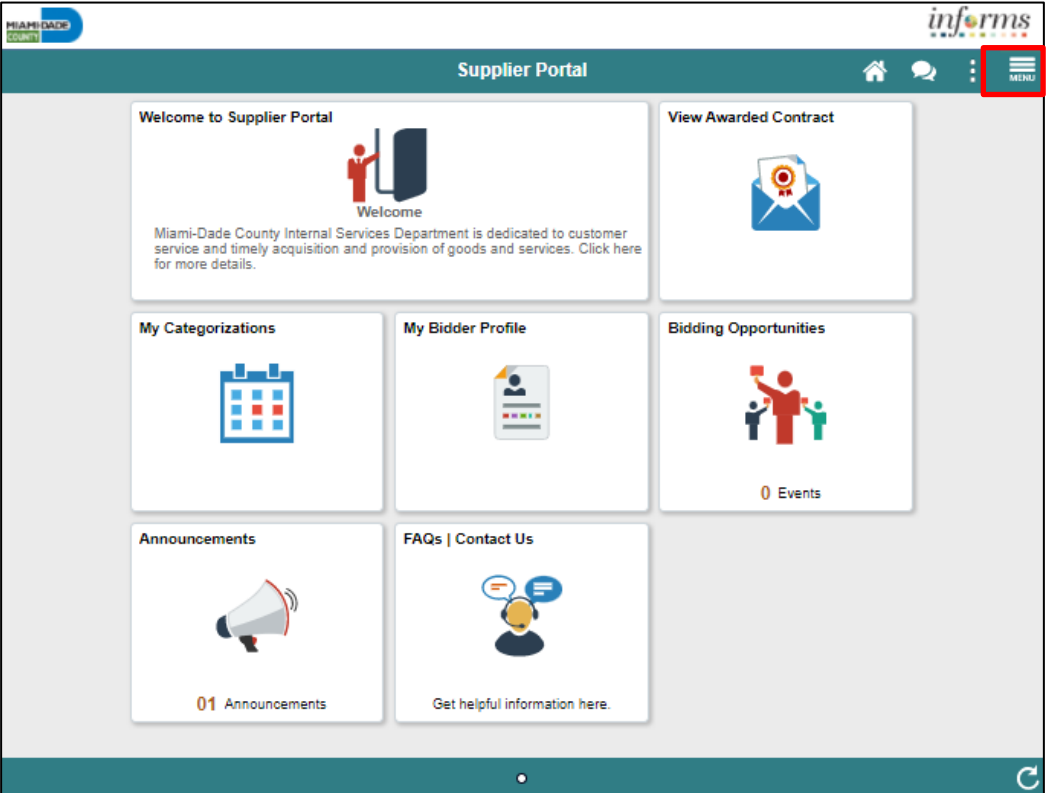
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PURPOSE

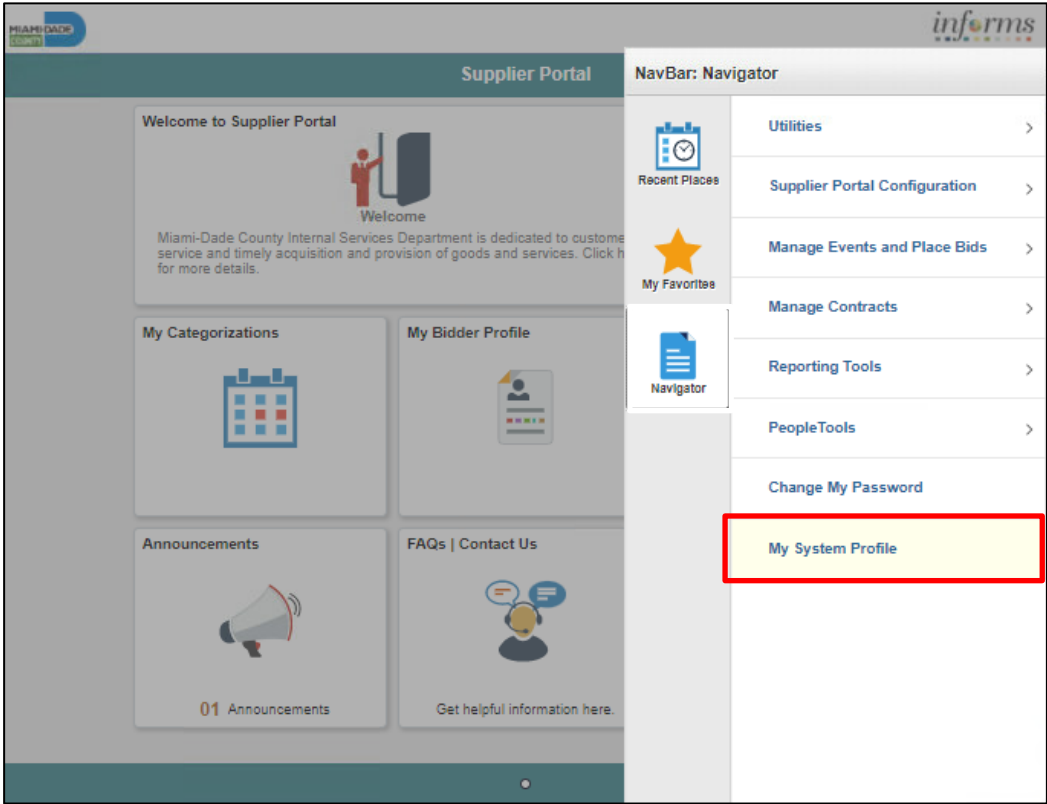
Purpose

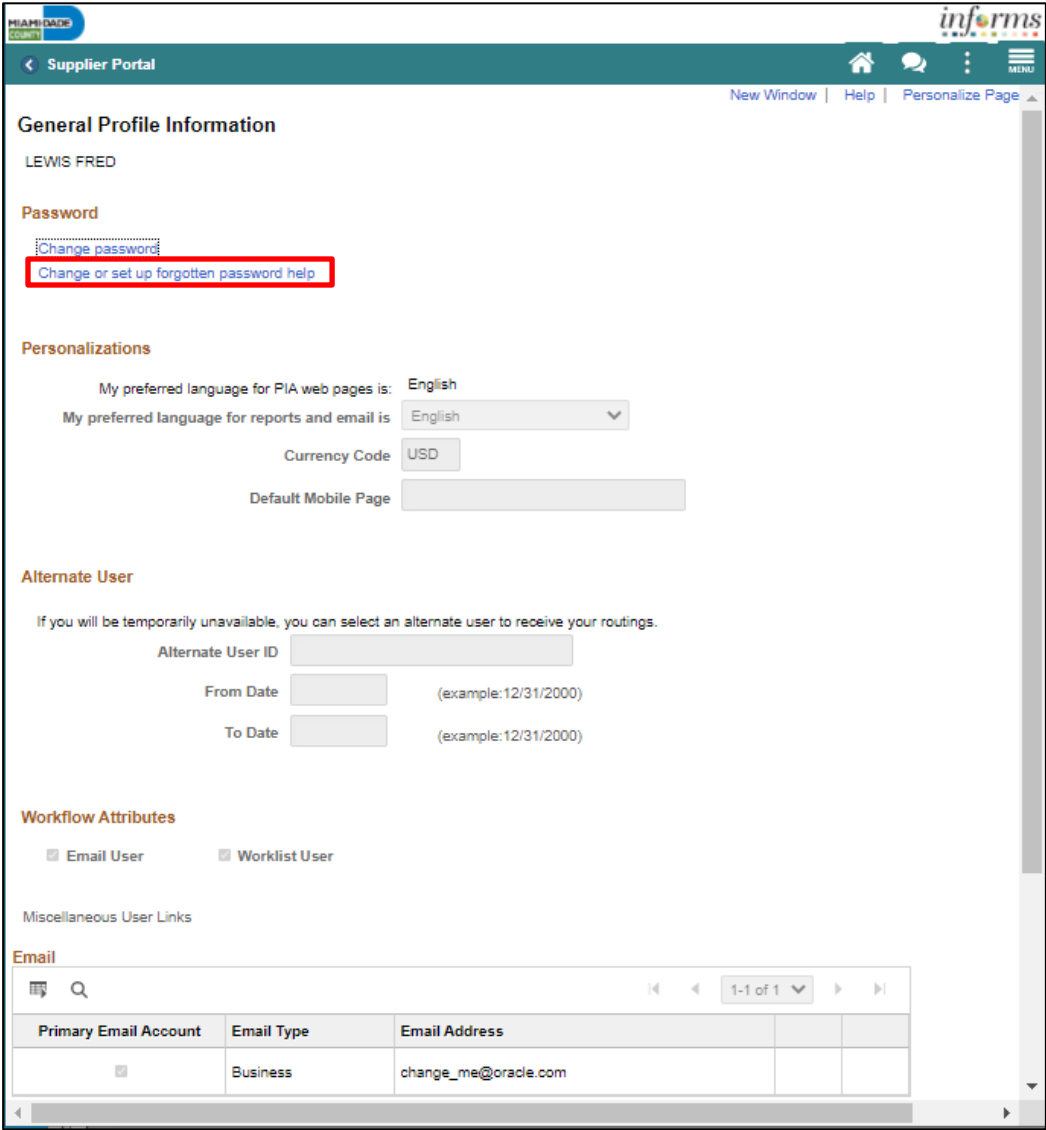
This document explains the key activities involved in bidders or suppliers updating the forgotten password security questions. It provides step-by-step procedural guidance to perform the activity.

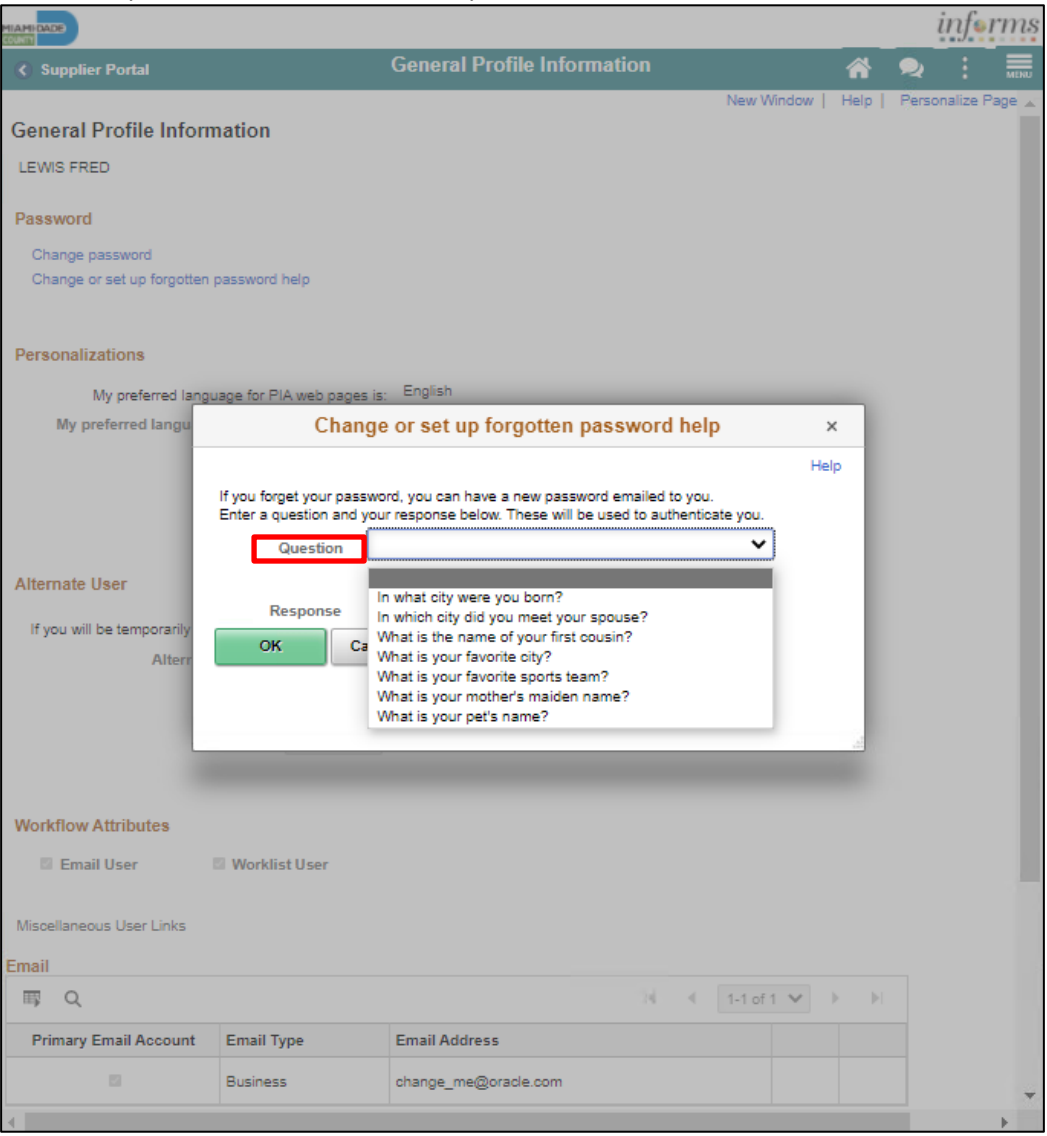
BIDDER/SUPPLIER UPDATE THE FORGOTTEN PASSWORD SECURITY QUESTION

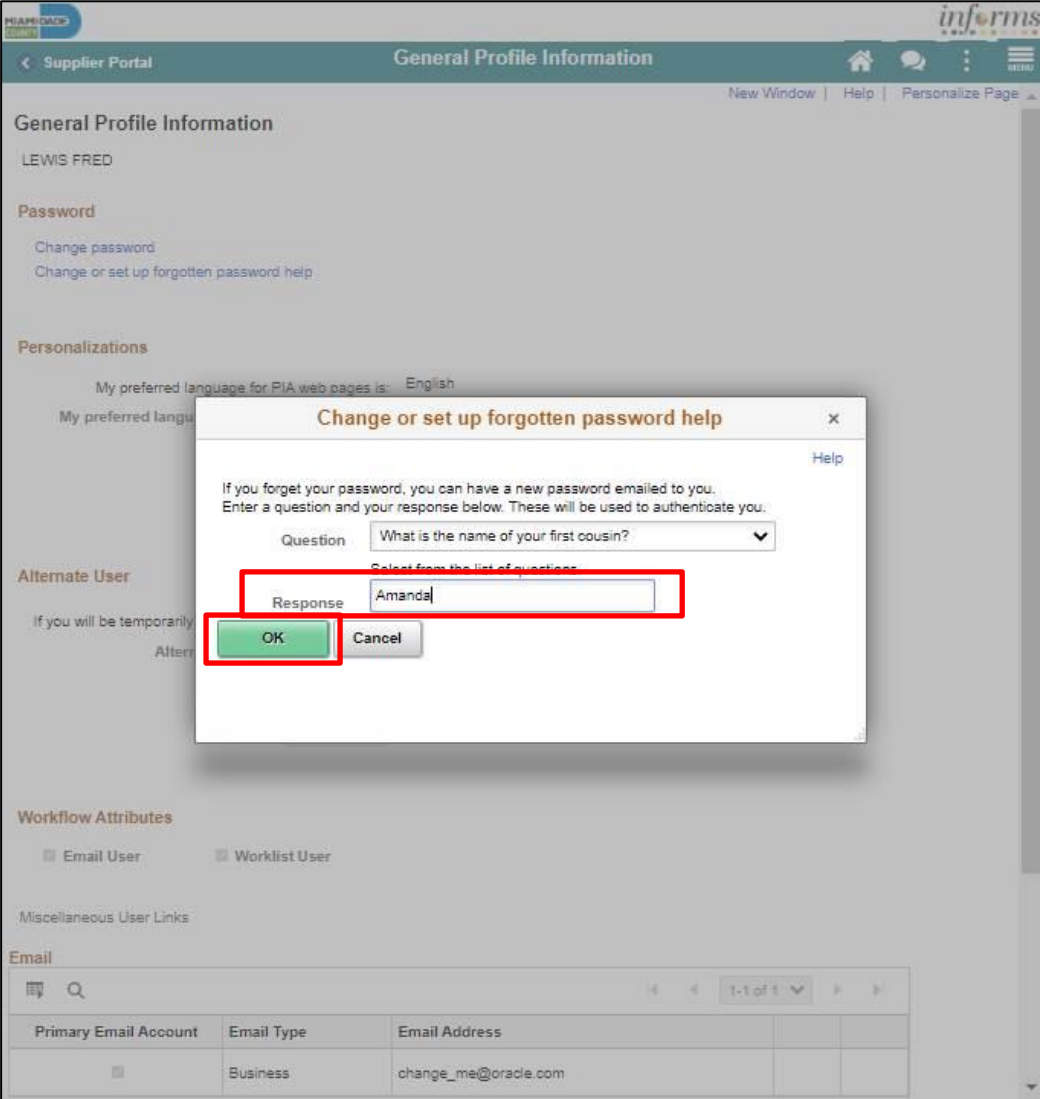
Step	Action
1.	<p>Select Menu.</p> 

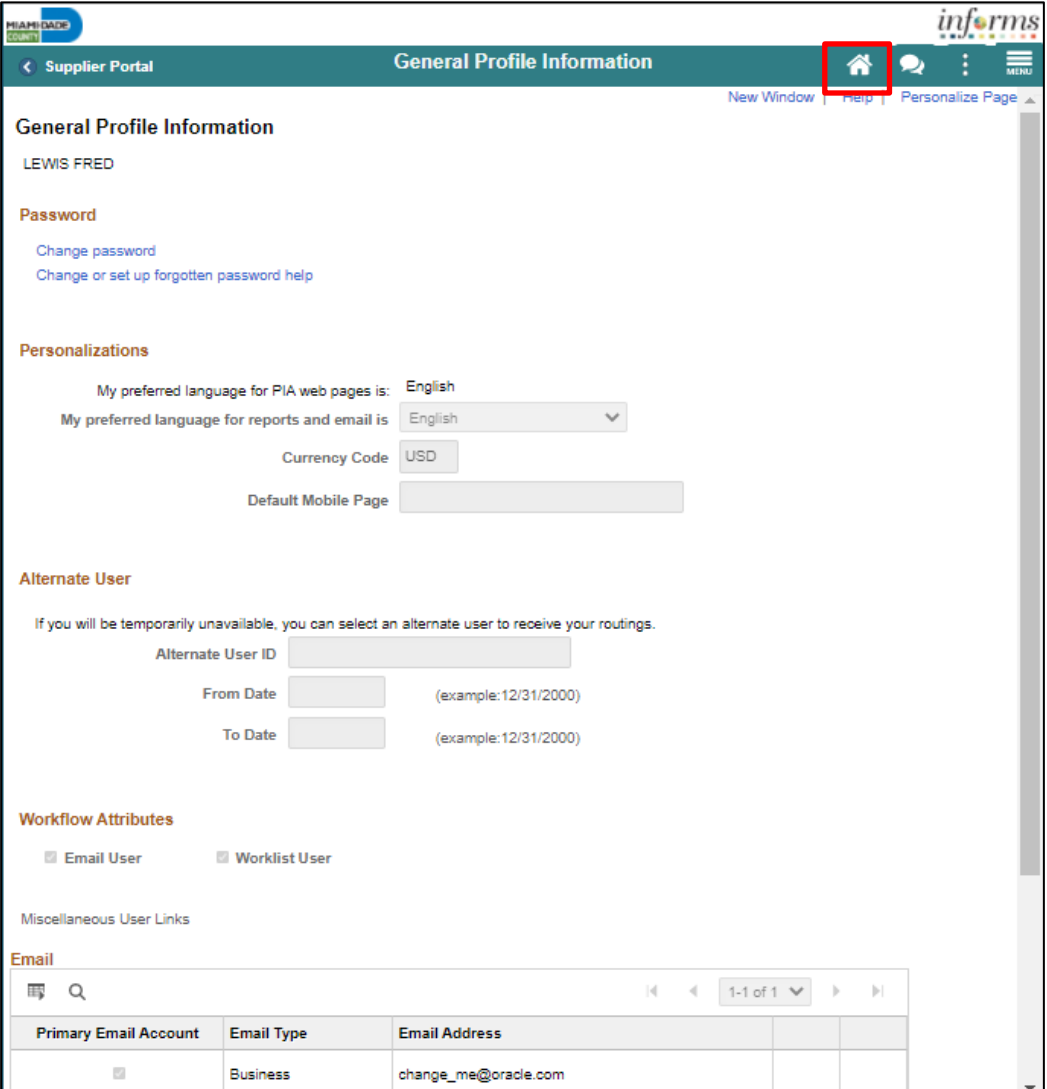
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Step	Action
3.	<p>Select My System Profile.</p> 

Step	Action						
4.	<div>Select the Change or set up forgotten password help link.</div> <div><p>The screenshot shows the Oracle Supplier Portal interface. The top navigation bar includes the 'Supplier Portal' title and links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'General Profile Information' and shows the user 'LEWIS FRED'. Under the 'Password' section, there are two links: 'Change password' and 'Change or set up forgotten password help', with the latter highlighted by a red rectangular box. Below this is the 'Personalizations' section, which includes dropdown menus for 'My preferred language for PIA web pages' and 'My preferred language for reports and email' (both set to 'English'), a 'Currency Code' dropdown set to 'USD', and a 'Default Mobile Page' field. The 'Alternate User' section contains a text field for 'Alternate User ID' and two date fields for 'From Date' and 'To Date', each with an example date. The 'Workflow Attributes' section has two checkboxes: 'Email User' (checked) and 'Worklist User'. At the bottom, the 'Miscellaneous User Links' section includes an 'Email' subsection with a table of email accounts.</p><table border="1"><thead><tr><th>Primary Email Account</th><th>Email Type</th><th>Email Address</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Business</td><td>change_me@oracle.com</td></tr></tbody></table></div>	Primary Email Account	Email Type	Email Address	<input checked="" type="checkbox"/>	Business	change_me@oracle.com
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Business	change_me@oracle.com					

Step	Action
5.	<p>Select an option from the Question dropdown.</p> 

Step	Action
6.	<p>Enter the answer to the selected question in the Response field. Select the OK button.</p> 

Step	Action
7.	<p>Navigate Home.</p>  <p>The screenshot shows the 'General Profile Information' page in the INFORMS Supplier Portal. The top navigation bar includes a 'Supplier Portal' link, the page title 'General Profile Information', and a 'Home' icon highlighted with a red box. Below the navigation bar, the page content is organized into sections: 'General Profile Information' (showing the user name 'LEWIS FRED'), 'Password' (with links for 'Change password' and 'Change or set up forgotten password help'), 'Personalizations' (with dropdowns for preferred language and currency code), 'Alternate User' (with fields for alternate user ID and dates), 'Workflow Attributes' (with checkboxes for 'Email User' and 'Worklist User'), and 'Email' (with a table of email accounts). The 'Email' table has columns for 'Primary Email Account', 'Email Type', and 'Email Address', and shows one entry with a checked checkbox, 'Business' type, and 'change_me@oracle.com' address.</p>